FY10 Financial Management Forms Workbook Help Sheet - Macros

How to submit a cash request

1. Open FMFW.
2. Enable macros. (Note: Please follow the directions on how to enable macros on the instructions tab)
3. Click on the most up-to-date "**Project Ledger**" tab.
4. Click on "**NEW CASH / MOD REQUEST**" macro button on the "**Project Ledger**" tab to make a copy of the "**Project Ledger**".
5. Enter the name of your new Cash / Modification request. (For example: Cash 1 or CR#1)
6. Click on "**Cash Req.**" macro button. Enter the expenditure period and Cash Request #.
7. Enter all required information for your grant (once entered onto the "Cover Sheet" tab, information will be copied on all tabs).
8. Enter the amount requesting into "**Amount This Request**" column.
9. If applicable, enter the Match amount.
10. Review for accuracy. **IMPORTANT**: Steps **3-8** must be completed individually for Equipment Inventory, Training Roster, Planning Roster, Exercise Roster and Match Roster (If applicable).
11. Click on "**Auth. Agent**" tab. Select "**Cash Request**" macro button.
12. Enter expenditure period; Print name, date and sign by an authorized agent.
13. Mail workbooks to CAL EMA.

How to submit a modification

1. Open FMFW.
2. Enable macros. (Note: Please follow the instructions on how to enable macros on the instructions tab)
3. Click on the most up-to-date "**Project Ledger**" tab.
4. Click on "NEW CASH / MOD REQUEST" macro button on the "**Project Ledger**" tab to make a copy of the "**Project Ledger**".
5. Enter the name of your new Cash / Modification request. (For example: Mod 1 or Mod #1)
6. Click on "**NEW MOD ITEM**" macro button on the "**Project Ledger**".
7. Select a cell within the row to be modified and press OK (Note: The text in the selected row will become red with strikethrough line (to indicate an incorrect item) and create a copy of itself. Modify the copied row (automatically colored in blue font) as needed.)
8. To **delete a project** (without adding a project), please select the row/line and click on "**ROW**" (in **RED**). The text in the selected row will become red with strikethrough line.
9. To **add a project** (without deleting a project), please select the row/line and click on "**ROW**" (in **BLUE**). The text in the selected row will become blue.
10. Review for accuracy. **IMPORTANT**: Steps **3-10** must be completed individually for Equipment Inventory, Training Roster, Planning Roster, Exercise Roster.
11. Email the modification request to program representative.
12. Program representative will review and approve the modification via email.
13. If modification request has been approved by program representative, an approved modification request will be email back to you.
14. Click on "**Auth. Agent**" tab. Select "**Modification**" macro button.
15. Enter expenditure period; Print name, date and sign by an authorized agent.
16. Mail the original modification, the approved modification and the signed Authorized Agent page to CAL EMA.